**Knowledge Assessment** Applying References and Hyperlinks  **Lesson 10**

True/False

Circle T if the statement is true or F if the statement is false.

T F 1. A table of contents is usually found at the end of document.

T F 2. The manual table of contents option allows you to create a table of contents on your own.

T F 3. You can choose a hyphen as tab leaders for a table of contents.

T F 4. Only text formatted with a heading style can be included in a table of contents.

T F 5. You can choose to update only the page numbers in a table of contents.

T F 6. Hyperlinks can be applied to text or graphics.

T F 7. When you create an email link, the Outlook application will automatically open.

T F 8. A bookmark is a reference point in a document.

T F 9. An endnote is a citation and placed at the end of the document.

T F 10. Deleting a footnote or endnote will automatically renumber the remaining footnotes or endnotes.

Multiple Choice

Select the best response for the following statements.

1. A table of contents is located at the \_\_\_\_\_\_ of the document.

a. Middle

b. End

c. Beginning

d. None of the above

2. Tab leaders can be changed into what types of symbols for use in a table of contents?

a. Periods

b. Hyphens

c. Lines

d. All of the above

3. Which menu will allow you to add content to the table of contents?

a. Update Table

b. Add Text

c. Add Bookmark

d. None of the above

4. When adding a page or text to a table of contents, it is recommended that you

a. Click the Update Table button on the Ribbon

b. Press F9

c. Click the Update Table button above the table of contents

d. All of the above

5. By default, a footnote is placed

a. At the beginning of the document

b. At the end of the document

c. At the end of the page

d. Below text

6. Formatting a footnote in a document, per MLA style, should be

a. single spaced with a hanging indent and triple spaced

b. single spaced with a hanging indent and doubled spaced between each footnote

c. doubled spaced with a hanging indent and single spaced between each footnote

d. No format is needed.

7. Hyperlinks can be linked

a. From one page to another page

b. As a website

c. As email

d. All of the above

8. Reference points in a document are created using which command?

a. Bookmark

b. Hyperlink

c. Email

d. All of the above

9. The Footnote and Endnote dialog box contains an option to change the page number

format to

a. Uppercase Roman numerals

b. A1, A2, A3, etc.

c. a and b

d. It is not an option.

10. Endnotes can be converted to which of the following?

a. Table of contents

b. Footnote

c. Hyperlink

d. They cannot be converted.